

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR INFORMATION

FOR

**I-90 Corridor Study
IM-90-1(212)0
Key No. 8651**

October 21, 2004

REQUEST FOR INFORMATION

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GENERAL INFORMATION

SUBMITTAL

The Idaho Transportation Department (ITD) is seeking qualified and experienced respondents from interested firms to provide professional services including a Corridor Plan, Preliminary Engineering, and an Environmental Document for the I-90, Corridor Study project in Kootenai County, Idaho.

GENERAL TERMS

This Request for Information (RFI) does not commit ITD to enter into an agreement or to pay any costs incurred in the preparation of this proposal or in subsequent negotiations.

REVISIONS TO RFI

All addenda to this solicitation will be posted on the Consultant Administration Unit Web page. No notice will be given by mail.

RESERVATION OF RIGHTS BY ITD

The issuance of this RFI does not constitute an assurance by ITD that any contract will actually be entered into by ITD and expressly reserves the right to:

- Waive any immaterial defect or informality in any response or response procedure
- Reject any and all submittals
- Reissue the Request for Information
- Invite additional respondents to the RFI
- Request additional information and data from any or all respondents
- Extend the date for submission of responses
- Supplement, amend, or otherwise modify the RFI and cancel this request with or without the substitution of another RFI
- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data
- Disqualify any respondent on the basis of any real or apparent conflict of interest

By responding to this RFI, each respondent agrees that any finding by ITD of any fact in dispute as to this proposal or the responses thereto shall be final and conclusive except as provided herein.

CONFLICT OF INTEREST

By responding to the RFI, the Consultant agrees to ensure that, at the time of contracting, the Consultant will have no interest, direct or indirect, that would conflict in any manner or degree with the performance of the Consultant's obligations under an Agreement. The Consultant shall further covenant that, in the performance of an Agreement, the Consultant shall not employ any person, or subcontract with any entity, having any such known interest.

EEO REQUIREMENTS

Respondent, by submission of a proposal, agrees to not discriminate against any worker, employee, application subcontractor or any member of the public because of race, color, gender, age, national origin, or disability, or otherwise commit an unfair employment practice and further agrees to comply with all Federal, State, and Local equal employment opportunity requirements.

DBE PARTICIPATION REQUIREMENTS

For this project, the Consultant will be required to meet or exceed a minimum of eight (8) percent DBE utilization or demonstrate "Good Faith Effort" toward achieving that goal. The DBE Commitment form is not required for this Request for Information. For further information regarding DBE participation requirements, call the ITD EEO Office at (208) 334-4442. A directory of DBE companies currently certified by the State of Idaho may be viewed at the following web site: <http://itd.idaho.gov/civil/dbefirms.htm>

PROPRIETARY MATERIAL

ITD assumes no liability for disclosure of proprietary material submitted by respondents. Proposal submittals shall be considered public documents under applicable state law except to the extent portions of the submittals are otherwise protected under applicable law.

SELECTION

It is the intent of the Department to take approximately 10 working days, commencing on the submission date shown below, to evaluate the submittals. The Department intends to solicit, from no fewer than five (5) firms, a detailed proposal to provide professional services on the project identified above. The Department intends to notify the short listed Consultants as soon as practicable after the evaluations have been completed. The unsuccessful Consultants will be notified as soon as practicable.

CONTACT INFORMATION

All questions concerning the procedures of this Request for Information shall be directed to Nestor Fernandez at (208) 334-8495, or faxed to (208) 334-8025.

Project specific questions shall be directed to Sean Hoisington, District 1 at (208) 772-1274. No project specific questions will be accepted after November 8, 2004.

PREPARATION INSTRUCTIONS

Submittals must conform to the following instructions. Any non-conforming submittal will be rejected.

Five complete copies of the submittal must be received by 4:00 p.m. MST on November 10, 2004. ITD will not accept copies sent by FAX. Submittals must be delivered in a sealed envelope or package with the project name, and the consultant's name and address clearly indicated on the envelope or package. Submittals must be in the actual possession of ITD on or prior to the above noted time and date, and at the location indicated below. Late submittals will not be considered, and will be returned to the consultant.

Submittals shall be sent to: Nestor Fernandez, P.E.
Consultant Administration Engineer
Idaho Transportation Department
P.O. Box 7129 (3311 W. State St., Room 214)
Boise, ID 83707-1129 (Boise, ID 83703-5881)

Do not mail your submittals to the street address. The Post Office will only deliver to the PO Box address. Use the street address only for overnight delivery by Fed Ex, etc.

It is the Department's desire, under the Request for Information format, that the Consultants describe their qualifications for and experience in performing this type of project. Consultants who are short-listed to submit technical proposals must describe their capability to perform this specific project.

FORMAT

- The maximum length of the submittal shall be 7 pages.
- The introductory letter shall count in the page total.
- A cover page is acceptable, and does not count in the proposal page total.
- Except as otherwise noted, pages shall be 8 1/2 x 11 inches and single sided.
- Type style shall be not more than six lines per vertical inch and not smaller than 12 point.

INTRODUCTORY LETTER

The introductory letter should be addressed to: Nestor Fernandez, P.E.
Consultant Administration Engineer
Idaho Transportation Department
P.O. Box 7129
Boise, Idaho 83707-1129

The introductory letter should introduce the Consultant's submittal, identify the Project Manager, and list a contact telephone number. List each proposed Subconsultant, their project role, the office location where their work will be performed and a contact name and telephone number.

CRITERIA 1. COMPANY EXPERIENCE AND QUALIFICATIONS

(Complete for Prime Consultant Only)

Describe the firm's capabilities to develop this type of project. Provide Descriptions of similar projects, identifying the similarities to this project, where the consultant successfully performed work within the last five (5) years. Include dates and specific services provided by the consultant. Include a statement in each example of the perceived regional and community benefit (both tangible and non-tangible) provided through services performed. List two (2) verifiable professional services references and two (2) general community references with a contact person and phone number.

CRITERIA 2. PROJECT MANAGEMENT

(Complete for Prime Consultant Only)

Identify the proposed manager who will be responsible for the quality and timeliness of the consultant's deliverables. Also identify the proposed individual who will be responsible for the day-to-day operations of the consultant team and will be the primary contact person for immediate response to ITD's project manager. This may be the same person or different individuals. Provide a brief summary of experience and qualifications, including Idaho professional registration (if applicable) for each person identified. Describe the internal management procedures for scope change control, schedule and cost control, and quality control.

REQUEST FOR INFORMATION EVALUATION CRITERIA

| | CRITERIA | RATING | WEIGHT | SCORE |
|-------------|--|--------|--------|-------|
| | REQUEST FOR INFORMATION FORMAT <i>Appearance, Follow Instructions, Professional</i> | | x 1.0 | |
| CRITERIA 1. | COMPANY EXPERIENCE AND QUALIFICATIONS <i>Company Qualifications, Recent Experience, References</i> | | x 3.0 | |
| CRITERIA 2. | PROJECT MANAGEMENT <i>Experience, Qualifications, Project Control</i> | | x 3.0 | |
| | TOTAL SCORE | | | |

RATING POINTS:

10.0 – Excellent
 7.5 – Good
 5.0 – Satisfactory
 2.5 – Marginal
 0.0 - Unacceptable

SCOPE OF WORK

PURPOSE FOR SEEKING CONSULTANT SERVICES:

The Idaho Transportation Department (ITD) is seeking a consultant to develop a corridor plan, in accordance with the Idaho Corridor Planning Guidebook updated as of August, 2004, and an environmental document with preliminary engineering as required through Design Approval. The corridor plan and environmental document will address future needs and formulate a plan for upgrading I-90 between the Idaho state-line east approximately through the Sherman Avenue Exit (MP 0 to MP 15). The project is intended to protect future transportation investments, provide interaction during the planning stage with local communities, ensure economical and effective solutions to transportation problems, develop a balanced transportation system that includes all travel modes, and respond to the concerns of the traveling public.

Development of the environmental document in addition to the corridor plan will ensure that individual highway improvement projects are appropriately planned and coordinated to work effectively as a whole. The corridor plan, environmental document and preliminary design will also determine, in coordination with the Federal Highway Administration, how the access management policy will be implemented as future needs arise. Coordination with other transportation planning efforts, specifically the Kootenai Metropolitan Planning Organization (KMPO) Transportation Plan and other local planning efforts will be necessary.

The corridor plan, environmental document and attendant preliminary design will address, at a minimum, the following issues:

- Safety Improvements
- Implementation of the access management policy for the corridor
- Capacity enhancement alternatives and phasing to meet increased travel demand
- Alternatives for planning and/or phasing future freeway interchanges
- Public transit accommodation (Bus, light rail, park and ride, etc.)
- Bicycle and pedestrian accommodation
- Future R/W acquisition/preservation
- Landscape treatments
- Noise abatement
- Coordination with the Kootenai Metropolitan Planning Organization
- Coordination with the Washington State Department of Transportation I-90 Corridor Plan
- Local agency and public involvement
- Other issues as identified in the Idaho Corridor Planning Guidebook

All travel demand modeling will be performed by the Kootenai Metropolitan Planning Organization through close interaction with the selected consultant. Additional traffic modeling deemed necessary by the consultant or the Department will be discussed and so accounted for during the scoping process.